

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>(2) Data Control Clerks</u> CLASSIFICATION CODE: <u>02702000</u></p> <p>SALARY RANGE: <u>(615 A) \$28605-\$36896</u> REFERENCE POSITION NO.: <u>137012900-18 - 137012900-19</u></p> <p>Department or Agency Name <u>Corrections</u> APPLICATION PERIOD: <u>6-6-06 to 6-12-06</u></p> <p>Division/Section/Unit <u>Institution/Operations</u> <u>3 day grace 6-15-06</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>Mon. - Fri. 1:00pm-8:30pm</u> Job Location: <u>Records Unit - Intake Service Center</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>RIBCO</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Name of department where you are currently employed</li> <li>• Title of your present position and date you entered it</li> <li>• Your business telephone number</li> <li>• Date you entered State service</li> <li>• Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <p>• <b>Reasonable Accommodations:</b></p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• <b>Medical Information:</b></p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To enter information from court documents into the inmate tracking system, to monitor and verify the correctness of all entries through quality control, to maintain incident logs and prepare reports for court-related problems, to maintain contact with the courts and other criminal justice agencies, to maintain inmate files, to prepare discharge slips and daily court list, to prepare written reports and correspondence, to perform inmate sentence calculations when required. To do related work as required.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> Such as may have been gained through: graduation from a high school or from a computer related technical school; and <b>Experience:</b> Such as may have been gained through: employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs. <b>Or</b>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p><b>Jane M. Ryan</b> Office of Human Resources 39 Howard Avenue Cranston, RI 02920</p> <p><b>Telephone #:</b> <u>462-5119</u> <b>Fax #:</b> <u>462-2685</u> <b>TTY/TDD #:</b> <u>462-5180</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER